



PR/110507 | Accountant- Gurgaon

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1600932

業種

その他（商社）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2026年07月07日 10:17

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Job Description :

1. Accounting & Bookkeeping

- Record all day-to-day financial transactions accurately in the accounting system.
- Manage general ledger, journal entries, and account reconciliations.
- Maintain books of accounts as per Indian GAAP/Ind AS.
- Handle accounts payable, accounts receivable, and vendor payments.

2. Month-End & Year-End Closing

- Assist in monthly and annual book closure activities.
 - Prepare trial balance, profit & loss account, and balance sheet schedules.
- Ensure timely posting and review of all accruals and provisions.

3. Taxation & Compliance

- Prepare and file GST returns (GSTR-1, GSTR-3B, GSTR-9) and TDS returns.
- Ensure compliance with Income Tax, Professional Tax, and PF/ESI regulations.
- Support in preparation of audit schedules and liaise with statutory/internal auditors.

4. Bank & Cash Management

- Perform daily bank reconciliation and maintain cash flow records.
- Coordinate with banks for payments, fund transfers, and other transactions.

5. Reporting & MIS

- Prepare monthly MIS reports, expense statements, and other management reports.
- Provide data and analysis for budgeting and cost control purposes.

6. Coordination & Support

- Work closely with other departments to ensure proper accounting of transactions.
- Assist Accounts Manager in finalization of accounts and audit-related tasks.

Qualifications & Experience:

- Education: B.Com / M.Com / Inter CA (preferred).
- Experience: 6–10 years of accounting experience.
- Knowledge of:
 - oTally ERP / SAP / Oracle or similar accounting software
 - oGST, TDS, and Income Tax compliance
 - oExcel (Pivot, VLOOKUP, reconciliation tools)
 - oBasic knowledge of Ind AS and Companies Act

Key Skills:

- Strong attention to detail and accuracy.
- Good communication and analytical skills.
- Ability to meet deadlines and handle multiple priorities.
- Integrity and professional ethics.
- Problem-solving and coordination skills.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

会社説明